



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	ARCHIVIST IV
3	Posting Number	PN# 101504
4	Department	Library Department
5	Division	Central Services Division
6	Section	Archives*
7	Reporting Location	500 McKinney*
8	Workdays & Hours	Rotating Schedule*
		*Subject to change
9	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS Manages the operations and services of the Archives Department, establishes the goals and objectives, reports on progress, prepares periodic and special reports. Manages archival collections, including evaluation, records, access, processing, and solicitation of new collections. Supervises staff (archivists and other support staff), interns, and volunteers including selection, training, scheduling, and evaluation. Manages public and private funds for the support of the Archives, including development of grant opportunities. Plans and implements digital/electronic access to collections. Organizes and directs Archives outreach programs, actively promoting the unit and its collections in the community. Requires some evening and weekend work.	
10	WORKING CONDITIONS Must be able to communicate effectively both orally and in writing. Must be able to use a computer to access/input information. Position requires stooping, bending and lifting library materials up to 20 pounds.	
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires an ALA accredited Master's degree in Library Science, History or a related Humanities field such as record management, archival studies, or history.	
12	MINIMUM EXPERIENCE REQUIREMENTS Four years of experience in archival processing, collecting, or research, historical research, library systems, or a closely related field are required.	
13	MINIMUM LICENSE REQUIREMENTS Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP2-2).	
14	PREFERENCES A "certified archivist" credential is strongly preferred. Digitizing experience and experience with MARC-AMC and EAD is highly desirable. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access) strongly preferred. Macintosh "Photoshop". Design and maintenance of web pages is highly desirable. Customer/Public service strongly preferred.	
15	SELECTION/SKILLS TESTS REQUIRED None	
16	SAFETY IMPACT POSITION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 25 \$1501 - \$2080 Biweekly \$39,026 - \$54,080 Annually</div>	
18	OPENING DATE	November 10, 2004
19	CLOSING DATE	Open Until Filled
20	APPLICATION PROCEDURES Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. TDD Phone Number 713-837-9496. First consideration will be given to those applications with a resume attached. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	
	An Equal Opportunity Employer	